



New Jersey Motor Vehicle Commission

P.O. Box 050
Trenton, New Jersey 08666-0050

STATE OF NEW JERSEY

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Chairman and Chief Administrator

JOB VACANCY POSTING

POSTING #: MVC - 0506

ISSUE DATE: 07/09/2013

TITLE: Technical Assistant 2, Purchasing

CLOSING DATE: 07/23/2013

UNIT: MV45 - Financial Management/Procurement

LOCATION: Trenton

POSITIONS: 1

RANGE: A13

DISTRIBUTION: STATEWIDE

SALARY: \$35,184.41 – \$49,280.75

HOURS OF OPERATION: TBD

DESCRIPTION: Under direction of a Technical Assistant 1 or other supervisory official, performs functions in support of purchasing operations; does related work as required.

EDUCATION: Completion of sixty (60) semester hour credits at an accredited college.

EXPERIENCE: One (1) year of paraprofessional or technical support experience in procurement/purchasing.

NOTE: Applicants who do not possess the required 60 semester hour credits may substitute additional experience as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

OPEN TO THE FOLLOWING: Employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

You may access the job specification through MVC website or the Civil Service Commission's website.

Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.

COVER LETTERS AND RESUMES SHOULD BE SUBMITTED, PLEASE INCLUDE PHONE NUMBER. INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Forward resumes to:
Carla Colletti
225 East State Street
P.O. Box 135
Trenton, NJ 08625

You can reply to this posting by e-mailing your resume to:
Carla.Colletti@dot.state.nj.us

JOB POSTING AUTHORIZED BY: Ann McClaskey, Manager

NEW JERSEY MOTOR VEHICLE COMMISSION
IS AN EQUAL OPPORTUNITY EMPLOYER